



Government of **Western Australia**
Department of **Health**

My Health Record

Patient Consent Procedure

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1 Overview

1.1 My Health Record

My Health Record (MHR) is a secure online summary of an individual's health information, and is available to all Australians.

Clinicians authorised by their healthcare organisation can access My Health Record to view their patients' health information.

My Health Record brings together health information from healthcare providers across the sector, allowing important patient information to be shared between them. Patients with active records will already have 2 years of MBR and PBS data, any privately uploaded clinical reports and discharge summaries. More results information will be added over time.

1.2 My Health Record Consent

If individuals choose to have a My Health Record, consent is provided for all registered healthcare providers to start uploading health data to a My Health Record.

There is no requirement for a healthcare provider to obtain consent on each occasion prior to uploading clinical information. Patients can request a healthcare provider to not upload a particular document if they do not want this information on their record. A provider is obliged to follow the request.

1.3 Change of Consent

Patients can choose to change their consent for the upload of documents of My Health Record. They may request to withdraw/or re-implement their consent for a particular document, episode of care, or from that point forward for diagnostic imaging reports and pathology reports.

The organisation can advise the patient about the potential risks of excluding information from their My Health Record, however must comply with the patient's final decision and not upload if requested.

The onus is on the patient to request this. If the patient has opted in to have My Health Record, the legislation states that Healthcare providers have consent to upload to My Health Record unless stated.

2 Procedure

2.1 Process

Patient may notify a clerk or a clinician that they do not want documents uploaded to My Health Record. The patient needs to complete a form called "My Health Record– Change of Consent to upload documents to My Health Record". The form is available on MHR HSS Support Page on the HealthPoint intranet. The form needs to be given to the clerk who will change the consent by amending the "Consent

to upload to My Health Record” status. The form will then be filed in the Medical Records under the “Alert” section of the form.


NACS Discharge Summary has its own field to flag if the discharge summary can be published to My Health Record as “My Health Record Exclusion”.

If Clerks want to have additional information, they can refer to the MHR Clerk FAQ on the MHR HSS Support Page on HealthPoint that goes into more detail on how to change the consent field in webPAS.

The patient needs to state their change of consent during the episode of care before the patient is discharged or has left the building.

2.2 Consent to upload to My Health Record Form

The Consent to upload to My Health Record form is shown below for reference only. Please go to the MHR HSS Support Page on HealthPoint if you need to print the form.



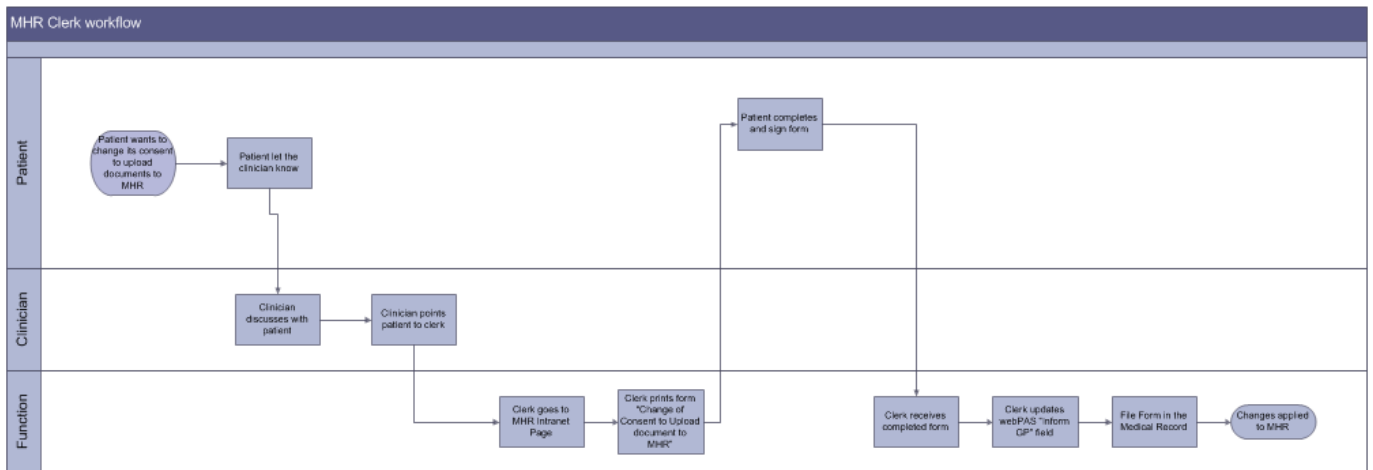
XY000490

<small>Hospital/Health Service</small>	<small>Surname</small>	<small>UMRN/ABRN</small>	
MY HEALTH RECORD (MHR) CHANGE OF CONSENT TO UPLOAD DOCUMENTS TO MHR	<small>Given Name</small>	<small>DOB</small>	<small>Sex</small>
	<small>Address</small>	<small>Postcode</small>	
	<small>Telephone</small>		
<small>Date: ____/____/____</small>			
PATIENT MUST HAVE OPTED TO HAVE A MY HEALTH RECORD <small>To create a My Health Record - please visit: www.myhealthrecord.gov.au</small>			
ONLY VALID FOR WA HEALTH RECORDS (excludes MBS & PBS) Form must be completed <u>during</u> visit to the Health Service			
Requester to tick applicable boxes. <input checked="" type="checkbox"/>			
<small>I hereby request that medical documentation be withheld from or uploaded to the My Health Record of the patient identified above as follows.</small>			
	UPLOAD	DO NOT UPLOAD	
FROM NOW ON <small>(for all WA Health hospital/healthcare visits)</small>	<input type="checkbox"/>	<input type="checkbox"/>	
FOR THIS VISIT ONLY <small>(override the FROM NOW ON directive just for this visit)</small>	<input type="checkbox"/>	<input type="checkbox"/>	
REQUESTER DETAILS			
<small>PATIENT NAME:</small>			
<small>PATIENT SIGNATURE:</small>			<small>Date:</small>
PATIENT AUTHORISED REPRESENTATIVE DETAILS			
<small>Authorised Representative Relationship: <input type="checkbox"/> NOK <input type="checkbox"/> Parent <input type="checkbox"/> Guardian <input type="checkbox"/> Carer</small>			
<small>AUTHORISED REPRESENTATIVE NAME:</small>			
<small>AUTHORISED REPRESENTATIVE SIGNATURE:</small>			<small>Date:</small>
Office use only [to be completed by HSP clerical Staff]			
<small>Note: Requests must be made whilst the patient is receiving treatment/services at a WA Health Facility</small>			
<input type="checkbox"/> WebPAS—patient demographics “Consent upload to My Health record” field updated to reflect FROM NOW ON request			
<input type="checkbox"/> WebPAS—IP/ED/OP visit “Consent upload visit to My Health record” field updated to reflect FOR THIS VISIT ONLY request.			
<small>Date actioned: ____/____/____</small>			
<small>Please ensure this completed form is filed in the Medical Record</small>			

MR 00 MHR Consent

Version: 16 – Effective 10/12/2018

2.3 Workflow



3 Roles and Responsibilities

3.1 Clinical Staff

Clinical staff are responsible to ensure that the patient is given “The Consent to upload to My Health Record” form to complete. They are also responsible to give the completed document to the Clerk/Health Information Management Staff.

3.2 Health Information Management (HIM) Staff

HIM staff are responsible for coordinating the entry of reported consent into webPAS. They are also responsible for the filing of the “The Consent to upload to My Health Record” form into the patient medical record under the “Alert” section.

4 Compliance

Healthcare providers are obliged to follow the request of a patient to withdraw consent to upload documents onto My Health Record.

It is part of the on-going participation obligations to My Health Record for a Healthcare provider to “not upload a clinical document to the My Health Record system where an individual has withdrawn consent to the uploading of that clinical document”

[\[https://www.myhealthrecord.gov.au/for-healthcare-professionals/howtos/my-health-record-system-participation-obligations\]](https://www.myhealthrecord.gov.au/for-healthcare-professionals/howtos/my-health-record-system-participation-obligations) – last accessed on the 9/11/2018]

Staff will need to comply with the patient request and follow the procedure outline above.

Reference:

<https://www.myhealthrecord.gov.au/for-healthcare-professionals/howtos/my-health-record-system-participation-obligations> – last accessed on the 9/11/2018

<https://www.myhealthrecord.gov.au/for-healthcare-professionals/hospitals> - last accessed on the 9/11/2018

5 Evaluation

Monitoring of compliance with this process will be carried out by each Health Service Provider.

6 FAQ's

6.1 Is My Health Record consent the same as opt-out?

No, My Health Record consent is different to the opt-out process currently underway until the 31st January 2019 through the Australian Government. For more information around the national opt-out process see <https://www.myhealthrecord.gov.au>.

6.2 Where changes of consent are recorded electronically?

Consent changes are recorded in webPAS, and will inform the publishing of reports to My Health Record.

6.3 Can patients remove documents in My Health Record?

Yes patients can remove documents from My Health Record once published. They need to do this through My Health Record via the consumer portal or by calling the national helpline 1800 723 471.

6.4 What to do if a patient withdraws their My Health Record Consent?

- Patient completes " Consent to upload to My Health Record" form on the MHR HSS Support Page on the HealthPoint intranet
- Form is given to the HIM Staff
- HIM Staff updates webPAS
- HIM Staff file the form in the patient medical record under 'Alerts'

6.5 What to do if a patient reinstates their My Health Record Consent?

- Patient completes " Consent to upload to My Health Record" form on the MHR HSS Support Page on the HealthPoint intranet
- Form is given to the HIM Staff
- HIM Staff updates webPAS
- HIM Staff file the form in the patient medical record under 'Alerts'

7 References

My Health Record (MHR) HSS Support Page (only accessible on devices connected to the WA Health network).

My Health Record website: <https://www.myhealthrecord.gov.au/>

My Health Record Brochures to support patients: <https://www.myhealthrecord.gov.au/for-healthcare-professionals/howtos/support-your-patients>

This document can be made available in alternative formats on request for a person with disability.

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